

CITY OF TUALATIN

Classification Description

Job Title: Police Chief
Department: Police
Reports To: City Manager
FLSA Status: Exempt

SUMMARY: Directs, plans, organizes, and coordinates the activities of the Police Department in law enforcement and the prevention of crime.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

The Chief of Police is the principal law enforcement officer of the City of Tualatin and is an official position of the City under the appointment power of the City Manager.

Oversees and administers the activities of the Police Department in the areas of law enforcement, criminal investigation, and protection of life and property.

Develops department goals, work plans and standards.

Formulates annual and long-term budget estimates for the Police Department and controls budget expenditures. Maintains records and makes reports concerning the operation of the Police Department as required.

Formulates department rules, procedures, and policies and ensures enforcement of state statutes and certain City ordinances through the execution of adopted City policies and priorities as directed. Evaluates existing technical procedures and makes or recommends changes where necessary.

Confers with the City Manager on administrative matters and policies pertinent to police service program areas. Attends Council meetings to provide security to those attending Council meetings and answers questions relative to police functions.

Establishes and maintains cooperative working relationships with other jurisdictions, including the formulation and execution of Intergovernmental Agreements (IGA's).

Confers with attorneys in connection with the prosecution of criminal complaints, labor/management relations, and/or civil matters.

Meets the public and various officials and citizens in furthering the effectiveness and public relations of the department.

Oversees and assists in investigations where major crimes, accidents or other unusual incidents are involved.

Coordinates and implements relevant portions of the City emergency management plan.

Establishes, within management guidelines, appropriate service and staffing levels. Directs the selection, supervision, training, development, and discipline of department personnel.

Directs investigation of citizen complaints regarding department member misconduct or other alleged wrongdoing.

Meets with a variety of community organizations to promote department activities and develop positive community relations.

Responds to complaints and inquiries regarding department operations and policies.

Coordinates law enforcement activities with activities of other departments and law enforcement agencies.

Participates in professional organizations and on a variety of boards, commissions, and committees. Prepares, reviews, and presents reports and other necessary correspondence.

Drives to city facilities, vendors, training programs, conferences and meetings as necessary.

COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies:

Adaptability - Adapts to changes in the work environment; Manages competing demands; Able to deal with frequent change or unexpected events; Changes approach or method to best fit the situation.

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Attendance & Punctuality – Consistently at work and on time; Arrives at meetings and appointments on time.

Change Management - Develops workable implementation plans; Communicates change effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Cost Consciousness - Works within the approved budget; Conserves organizational resources; Develops and implements cost saving measures.

Crisis Management – Able to maintain calm in non-standard situations; Recognizes what is most suitable in a given situation; Exhibits decisiveness and responsibility; Knows when to consult and involve others.

Customer Service - Manages difficult or emotional customer situations; Understands and applies the principles of quality customer service; Responds promptly to customer needs and to requests for service and assistance; Solicits customer feedback to improve service.

Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

Dependability - Follows instructions and responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Diversity - Shows respect and sensitivity for cultural differences; Promotes and supports a harassment-free environment.

Ethics - Treats people with respect; Inspires the trust of others; Works ethically and with integrity; Upholds organizational values.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Interpersonal Skills – Focuses on cooperatively resolving conflict; Maintains confidentiality; Actively listens to others without interrupting; Conveys a positive image of the City and its services; Keeps emotions under control; Remains open to others; ideas and tries new things.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others

Managing People - Includes staff in planning, decision making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal & external); Fosters quality focus in others; Improves processes and services; Continually works to improve supervisory skills.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Oral Communication - Speaks clearly and persuasively; Listens and gets clarification; Responds well to questions; Participates in meetings; Demonstrates group presentation skills.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Planning & Organizing – Prioritizes and plans work activities; Uses time resources efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Uses reason even when dealing with emotional topics; Works well in group problem solving situations.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of status or position; Inspires respect and trust; Accepts responsibility for own actions; Follows through on commitments.

Project Management – Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project activities.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes, and ensures others observe, safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses, and ensures other staff use, equipment and materials properly.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths and weaknesses; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

SUPERVISORY RESPONSIBILITIES: Manages command staff who supervise employees in all police department divisions. Is responsible for the overall direction, coordination, and evaluation of these divisions. Also directly supervises an Office Coordinator. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: Ten (10) years of progressively responsible police work including four years of experience in a management or supervisory position. Graduation from an accredited college or university with a Bachelor's degree in a related field which would provide the knowledge, skills and abilities is required of the position.

Any satisfactory equivalent combination of education and experience which ensures the ability to perform the work may substitute for the above.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of stakeholders or employees of organization.

Mathematical Skills & Abilities: Ability to work with mathematical concepts such as probability and statistical inference quickly and accurately. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to analyze accounting and auditing problems and to develop effective controls. Ability to maintain moderately complex financial records and prepare clear and concise reports.

Computer Skills: Ability to operate a personal computer and related software.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess or be eligible for the Executive Certificate offered by the Oregon Department of Police Standards and Training (D.P.S.S.T.). Possession of, or ability to secure possession of, a valid Oregon Driver's License.

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this position the employee is occasionally exposed to outside weather conditions with the majority of the duties performed in an indoor environment with a moderate noise level. While performing the duties of this position an employee may be subject to frequent interruptions and deal with upset individuals.